



CAREER OPPORTUNITY

U.S. DEPARTMENT OF TRANSPORTATION MARITIME ADMINISTRATION

ANNOUNCEMENT NUMBER: MARAD-2003-DEU-10

POSITION TITLE: Transportation Specialist
GS-2101-09
Full Performance Level: GS-13

Annual Salary Range: \$44,044 - \$52,058

****NOTE:** New Federal employees generally start at the beginning of the salary range of the GS grade level listed above.

NUMBER/TYPE OF POSITIONS: One Full-Time Permanent Position

POSITION LOCATION: Associate Administrator for Ports, Intermodal
and Environmental Activities
Office of Intermodal Development
Washington, DC

AREA OF CONSIDERATION: Open to All U.S. Citizens

Applications will also be accepted from persons who qualify under non-competitive hiring authorities, such as (but not limited to) 30% or more compensable veterans and persons with disabilities. Veterans eligible for consideration under the Veterans Employment Opportunities Act may also apply.

OPENING DATE: 07/09/2003

CLOSING DATE: 08/09/2003

DOT is an Equal Opportunity Employer

All qualified applicants will be considered regardless of political affiliation, race, color, religion, national origin, sex, sexual orientation, marital status, age, disability, or other non-merit factors. DOT provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify us. Decisions on granting reasonable accommodation will be made on a case-by-case basis.

SUMMARY OF DUTIES:

The incumbent serves as a Transportation Specialist in the Office of Intermodal Development. The incumbent (1) Performs or assists in the formulation and execution of special projects, analyses, and reports related to intermodal transportation networks and technology within the United States, intermodal marine terminals and the various modal systems that accommodate the movement of intermodal traffic; (2) Performs or assists in economic and financial studies and analyses related to maritime transportation and port programs, and problems and issues of relevance to the U.S. maritime industry; and (3) performs or assists in the development and execution of projects, reports and special activities related to port planning, operations and emergency programs for which the Office and Agency are responsible.

Duties also include but are not limited to the following:

Participates in Office projects involving policy decisions and development of long range plans and goals for the Office and Agency; writes or assists in writing special studies and information or replies on Agency policy, planning, or programs for ad hoc requests by interested Agency officials, other Federal agencies, the Congress and the general public; and maintains and applies current knowledge of primary and secondary sources of domestic and international economic data; U. S. and worldwide maritime and port industry data, and techniques of economic and financial analysis including the supporting disciplines of statistics and mathematics.

QUALIFICATION REQUIREMENTS:

- Candidates must possess at least one year of specialized experience in or directly related to the essential job functions described above. For Federal employees this experience must have been at the next lower grade level.
- If you want us to consider experience you obtained outside the Federal Government, if applicable to the position, it must have been at that same level of complexity.
- Education may be substituted for some or all of the required experience.

SPECIAL FACTORS PERTINENT TO THIS POSITION:

- Relocation and/or Permanent Change of Station (PCS) expenses will not be paid.

How Will The Qualified Applicants Be Further Evaluated and Rated To Identify The Best Qualified? If you are basically qualified for this job, you will be further evaluated on the quality and extent of your total accomplishments, experience and education related to the knowledge, skills and abilities listed below. We may also consider your performance appraisal, awards, and relevant training. Your ranking will measure the degree to which your background matches the demands of this position. Therefore, we encourage you to address the specific experience requirements listed below.

EXPERIENCE REQUIREMENTS (Knowledge, Skills and Abilities):

1. Knowledge of economic analysis or sufficient professional knowledge gained through experience or training in economics or finance to demonstrate skill in applying this knowledge to assignments.
2. Knowledge of intermodal freight transportation or sufficient professional knowledge gained through experience or training in marine transportation and maritime affairs to demonstrate skill in applying this knowledge to assignments.
3. General knowledge and experience in the use of computers in analysis and writing.
4. Ability to develop written reports which clearly and succinctly describe the research.
5. Ability to deliver oral reports, which clearly and succinctly describe the research project, the methods employed, and the conclusions, findings and recommendations, developed during the course of the analysis.

Why Work For Us?

Transportation impacts every facet of American life, providing people access to work, school, loved ones, and nature's rich bounty. The U.S. Department of Transportation is committed to transportation excellence and strives to create the best possible integrated air, land, and sea transportation system for America.

The overall mission of the Maritime Administration (MARAD) is to promote the development and maintenance of an adequate, well-balanced United States merchant marine, sufficient to carry the Nation's domestic waterborne commerce and a substantial portion of its waterborne foreign commerce, and capable of serving as a naval and military auxiliary in time of war or national emergency. MARAD also seeks to ensure that the United States enjoys adequate shipbuilding and repair services, efficient ports, effective intermodal water and land transportation systems, and reserve shipping capacity in time of national emergency.

As a DOT/MARAD employee, you will become a part of the dedicated workforce who work day-to-day to make measurable improvements in our transportation system, the security of our nation, and the quality of American life.

As an employee, depending on whether the position you are applying for is permanent or time limited, you will be entitled to excellent benefits (retirement, thrift savings plan, health insurance, life insurance and Long Term Care insurance, career development, tuition assistance and transit subsidy), flexible work schedules and family-friendly programs. You will receive paid annual leave and sick leave. A brief summary of the Federal benefits for permanent employees can be found at www.usajobs.opm.gov/EI61.htm.

Before You Go Any Further, Here Are Some Other Things You Need to Know

- United States citizenship is required.

- If you are a male between the ages of 18 and 26 or were born after December 31, 1959, certification is required at the time you are employed that you have registered with the Selective Service for the draft, unless Selective Service has approved a waiver for you.
- The "**Area of Consideration**" section shown on the first page indicates who may apply for this position. For example, if the area is "**Open to all US Citizens**", then anyone who is a US Citizen may apply. If the area is, "**Open to All Federal Government Status Employees**", you may apply if you have Civil Service Status or if you can be reinstated. If you can be appointed under a special appointment authority, please let us know on your application the special appointing authority for which you can be considered.
- Veterans who are preference eligible or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service are eligible to apply if the area of consideration is beyond the U. S. Department of Transportation.
- We provide reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, let us know. The decision in granting reasonable accommodation is on a case-by-case basis.

How To Apply For This Position:

Please read the following information thoroughly. **Incomplete applications will not be considered.**

- 1) You may submit your current SF-171 (Application for Federal Employment), Resume, or an OF-612 (Optional Application for Federal Employment). You may choose which form to submit provided it contains all required information. **Required information** is listed in the section below labeled "Here's What Your Application Must Contain." **Please be sure to indicate what grade level(s) you are applying for.**
- 2) For maximum consideration, **tell us how you meet the "Knowledge, Skills and Abilities (KSAs)"** indicated for this position.
- 3) **For Federal applicants, a complete performance appraisal is required.** It must be **current** – meaning it was issued to you within the past year – and it must be **official** – meaning it appraises your performance over a normal rating cycle in your present job and **has been** signed by your supervisor. If you are unable to submit your current performance appraisal, please tell us why. You also should submit a copy of your latest SF-50 "Notification of Personnel Action" and/or a copy of the SF-50 that reflects career or career-conditional tenure.
- 4) To be considered for selection priority under the **Career Transition Assistance Program (CTAP)** or the **Interagency Career Transition Assistance Program (ICTAP)**, you must submit appropriate certification that you are eligible. You *also* must meet the job's minimum qualifications and rate at least Highly Qualified on the crediting plan for each knowledge, skill and ability requirement.

- 5) If the vacancy announcement's area of consideration is **"Open to All U.S. Citizens"**; and you are a current career or career-conditional Federal employee or former Federal employee who has reinstatement eligibility; and you wish to be considered under both **Merit Promotion** and **Competitive Staffing Procedures**, please submit **two complete applications and indicate that you wish consideration under both processes. (If one application is received, you will be considered under the Merit Promotion procedures only.** Under these procedures, veterans do not receive the ranking advantage that governs the competitive examining process, and status applicants must meet the time-in-grade restrictions that do not apply to the competitive examining process).

HERE'S WHAT YOUR APPLICATION MUST CONTAIN

JOB INFORMATION

- Announcement number and title of the position

PERSONAL INFORMATION

- Full name
- Mailing address (with Zip Code)
- Social Security Number
- Country of citizenship (Most Federal jobs require United States citizenship)
- Veterans' preference
(Proof Required – Attach DD 214)
- Federal employees & Reinstatement eligibles (**Attach SF-50**)
- Highest Federal civilian grade held

EDUCATION

- High School name, city, state, and date of diploma or GED
- College/University names, city, and state
- Major(s)
- Type and year of degree(s) received

WORK EXPERIENCE

(paid and unpaid)

- Job Title
- Duties and accomplishments
- Employer's name and address (indicate if we may contact your current supervisor)
- Supervisor's name and telephone number
- Starting and ending dates (month and year)
- Hours per week
- Salary and/or Grade (GS-or equivalent)

OTHER QUALIFICATIONS

- Job-related training courses (title and year)
- Job-related skills (e.g., foreign languages, computer software/hardware, etc.)
- Job-related certificates and licenses (current only)
- Job-related honors, awards, and special accomplishments (e.g., memberships in professional or honor societies, leadership activities, public speaking, performance awards and publications) (give dates)

Privacy Act Requirements: The forms referenced in this announcement are used to determine applicants' qualifications for the position and are authorized under 5 U.S.C. 3302 and 3361.

Where To Send Your Application:

**U.S. Department of Transportation
Maritime Administration (MARAD)
Office of Human Resources, MAR-360
400 Seventh Street, S.W. – Room 2109
Washington, DC 20590**

- If you are faxing your application, please limit the application to the requirements stipulated in the advertisement to **a maximum of 20 pages** and include a cover sheet. Our fax number is (202) 366-3791.
- **ALL** applications must be **postmarked by the closing date and received no later than five days from the closing date.**
- Applications mailed in a Government envelope will not be accepted.

*****Due to U.S. mail delays, it is recommended that applicants fax, use a professional delivery service (i.e., FedEx, UPS, etc.) or personally deliver applications to ensure timely receipt.*****

Questions?

Call **(202) 366-4149** or TDD **(202) 366-4127**. Please reference the announcement number so we can help you more efficiently. Our fax number is **(202) 366-3791**.

Alternative Formats: If you need a copy of this announcement in an alternative format to accommodate a disability, please contact one of the above numbers.